

Middletown Township School District
Office of the Superintendent
Karen L. Bilbao
2008-2009 School Year

Chain of Command / How to Appropriately Communicate with School Officials

Parents are often discouraged when they attempt to communicate with central office administrators and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “Chain of Command”, or where to begin the communication sequence regarding their child’s problem.

Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate would be by email

(*Email format: last_name;first_initial@middletownk12.org*). A phone call would be the next preferable way to communicate.

1. On Matters Involving Instruction: (High Schools or Middle Schools)

1. Classroom teacher or Case Manager
2. Guidance Counselor
3. Assistant Principal
4. Principal
5. District Director of Curriculum
 - a. Humanities *Mrs. Anne Facendo (732) 706-6111, ext. 2236*
 - b. Math and Science *Mrs. Marjorie Caruso (732) 291-1380, ext. 2556*
 - c. Student Services
 - i. Director of Special Education *Mrs. Judy Terry (732) 671-3850, ext. 1034*
 - ii. District Supervisor of Related Services (*Speech, OT, PT*) *Mrs. Edna Leary (732) 671-3850, ext. 1034*
 - iii. Supervisor of Early Childhood (*Preschool, Autism*) *Mr. Sean McNeil (732) 671-5317, ext. 6643*
 - iv. District Director of Student Services (*Child Study Team*) *Mrs. Dorothy McMullen (732) 671-3850, ext. 1038*
6. Asst. Superintendent of Accountability (*Course Grades /Assignments*) *Mr. Fred Carrigg (732) 671-3850, ext. 1030*

2. On Matters Involving Athletics or Extra-curricular Activity: (High Schools or Middle Schools)

1. Club Advisor or Coach
2. Principal
3. Athletic Director *Mr. Kevin Haines (732) 671-3850, ext. 1124*
4. Asst. Superintendent of Operations and Personnel *Mr. David Healy (732) 671-3850, ext. 1026* **OR**
Business Administrator/Board Secretary *Mr. William J. Doering (732) 671-3850, ext. 1015 or 1005*

3. On Matters Involving Student Discipline (High Schools or Middle Schools):

1. Classroom Teacher
2. Guidance Counselor
3. Assistant Principal
4. Principal
5. Asst. Superintendent of Operations and Personnel *Mr. David Healy (732) 671-3850, ext. 1026*

4. On Elementary School Matters:

1. Classroom Teacher or Case Manager
2. Principal
3. District Director of Curriculum
 - a. Humanities *Mrs. Anne Facendo (732) 706-6111, ext.2236*
 - b. Math and Science *Mrs. Marjorie Caruso (732) 291-1380, ext. 2556*
 - c. Student Services
 - i. Director of Special Education *Mrs. Judy Terry (732) 671-3850, ext. 1034*
 - ii. District Supervisor of Related Services (*Speech, OT, PT*) *Mrs. Edna Leary (732) 671-3850, ext. 1034*
 - iii. Supervisor of Early Childhood (*Preschool, Autism*) *Mr. Sean McNeil (732) 671-5317, ext. 6643*
 - iv. District Director of Student Services (*Child Study Team*) *Mrs. Dorothy McMullen (732) 671-3850, ext. 1038*
4. Asst. Superintendent of Accountability (*Instruction & Programs*) *Mr. Fred Carrigg (732) 671-3850, ext. 1030*

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- 5. On Matters Involving Facilities or Buildings and Grounds (building maintenance / custodial / grounds maintenance)**
1. Principal *Mr. John Parsells (732) 671-3850, ext. 1053*
 2. Supervisor for District Facilities *Mr. David Healy (732) 671-3850, ext. 1026 OR*
 3. Asst. Superintendent of Operations and Personnel Business Administrator/Board Secretary *Mr. William J. Doering (732) 671-3850, ext. 1015 or 1005*
- 6. On Matters Involving Transportation:**
1. Transportation *Mrs. Barbara Vining (732) 671-3850, ext. 1007*
 2. Asst. Superintendent of Operations and Personnel Business Administrator/Board Secretary *Mr. David Healy (732) 671-3850, ext. 1026 OR*
Mr. William J. Doering (732) 671-3850, ext. 1015 or 1005
- 7. To Resolve All Matters only after you have followed the levels outlined above:**
1. Superintendent of Schools *Mrs. Karen L. Bilbao (732) 671-3850, ext. 1002*
 2. Business Administrator/Board Secretary *Mr. William J. Doering (732) 671-3850, ext. 1015 or 1005*

| <i>Secondary School Administrators</i> | | | | | |
|--|--|-------------|--|--|-------------|
| <i>School / Main Number</i> | <i>Principal</i> | <i>Ext.</i> | <i>Assistant Principals</i> | <i>Responsible For</i> | <i>Ext.</i> |
| <i>High School South (732) 706-6111</i> | <i>Mr. George Hart hartg@middletownk12.org</i> | <i>2155</i> | <i>Mr. Patrick Rinella rinellap@middletownk12.org</i> | Discipline for Students with Guidance Counselors Fortunato, Resnick, DeOlivera | <i>2116</i> |
| | | | <i>Mrs. Mary Ellen Walker walkerm@middletownk12.org</i> | Discipline for Students with Guidance Counselors Murphy, Sica, DeMott | <i>2118</i> |
| | | | <i>Mr. Robert Busler buslerr@middletownk12.org</i> | Guidance | <i>2126</i> |
| | | | <i>Mr. Mark Gotthelf gotthelfm@middletownk12.org</i> | Curriculum Math & Science | <i>2163</i> |
| | | | <i>Mrs. Marie Caldaro caldarom@middletownk12.org</i> | Curriculum Humanities | <i>2163</i> |
| <i>High School North (732) 706-6061</i> | <i>Dr. Patricia Cartier cartierp@middletownk12.org</i> | <i>1206</i> | <i>Mrs. Susan Blank blanks@middletownk12.org</i> | Discipline, Gr. 11 & Gr. 9, N-Z | <i>1207</i> |
| | | | <i>Mr. Kevin Robinson robinsonk@middletownk12.org</i> | Discipline, Gr. 10 & Gr.9, F-M | <i>1205</i> |
| | | | <i>Mr. Michael Wells wellsm@middletownk12.org</i> | Discipline, Gr. 12 & Gr. 9, A-E | <i>1204</i> |
| | | | <i>Mr. Jack Carmody carmodyj@middletownk12.org</i> | Guidance | <i>1211</i> |
| | | | <i>Ms. Carol Buckley buckleyc@middletownk12.org</i> | Curriculum Humanities | <i>1360</i> |
| <i>Bayshore Middle School (732) 291-1380</i> | <i>Mrs. Carol Force forcec@middletownk12.org</i> | <i>2706</i> | <i>Mr. Robert Feldman feldmanr@middletownk12.org</i> | Curriculum Math & Science | <i>1360</i> |
| | | | <i>Mr. Steven Graziano grazianos@middletownk12.org</i> | | <i>2700</i> |
| <i>Thompson Middle School (732) 671-2212</i> | <i>Mr. Patrick Houston houstonp@middletownk12.org</i> | <i>8700</i> | <i>Mr. Stephen Baglivio baglivios@middletownk12.org</i> | | <i>8701</i> |
| <i>Thorne Middle School (732) 787-1220</i> | <i>Mr. Alvaro Cores coresa@middletownk12.org</i> | <i>7700</i> | <i>Mr. Peter Smith smithpe@middletownk12.org</i> | | <i>7702</i> |

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| <i>Elementary School Administrators</i> | | | |
|---|---------------------|--|------------------|
| <i>School</i> | <i>Main Number</i> | <i>Principal</i> | <i>Extension</i> |
| <i>Bayview</i> | <i>732-787-3590</i> | Dr. John Andl andlj@middletownk12.org | <i>3100</i> |
| <i>Fairview</i> | <i>732-747-3308</i> | Mr. Matthew Kirkpatrick kirkpatrickm@middletownk12.org | <i>3500</i> |
| <i>Harmony</i> | <i>732-671-2111</i> | Mrs. Patricia Corridon corridonp@middletownk12.org | <i>4100</i> |
| <i>Leonardo</i> | <i>732-291-1330</i> | Mrs. Kathleen Sidoti sidotik@middletownk12.org | <i>4500</i> |
| <i>Lincroft</i> | <i>732-741-5838</i> | Mr. Luigi Laugelli laugellil@middletownk12.org | <i>5100</i> |
| <i>Middletown Village</i> | <i>732-671-0267</i> | Mrs. Karen Zupancic zupancick@middletownk12.org | <i>5500</i> |
| <i>Navesink</i> | <i>732-291-0289</i> | Mrs. Charlene O'Hagan ohaganc@middletownk12.org | <i>6100</i> |
| <i>New Monmouth</i> | <i>732-671-5317</i> | Mrs. Linda Chadwick chadwickl@middletownk12.org | <i>6501</i> |
| <i>Nut Swamp</i> | <i>732-671-5795</i> | Mr. Tom Olausen olausent@middletownk12.org | <i>7101</i> |
| <i>Ocean Avenue</i> | <i>732-787-0092</i> | Dr. Diana Cantillo cantillod@middletownk12.org | <i>7500</i> |
| <i>Port Monmouth</i> | <i>732-787-0441</i> | Mr. Dean Bisgrove bisgroved@middletownk12.org | <i>8101</i> |
| <i>River Plaza</i> | <i>732-747-3679</i> | Ms. Linda Pesce pescel@middletownk12.org | <i>8500</i> |